

## INTER-OFFICE MEMORANDUM

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### Office of Accounts and Control

**TO:** Chief Payroll Officers  
All State Agencies

**DATE:** November 1, 2012

**FROM:** Louise M. Anderson  
Associate Controller - Operations

**SUBJECT:** Posting Non-Standard Employee Hours for October 29-30, 2012  
CPO 13-08

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For Non-Standard employees who worked between 7:00 AM Monday October 29, 2012 and 3:00 PM Tuesday October 30, 2012, please post hours as follows:

- Any hours physically worked during a regular scheduled shift on Monday 10/29/2012 or during a regular scheduled shift up to 3 PM on Tuesday 10/30/2012 will code Holiday Straight Non-Standard (HN) for the hours worked.
- Any hours not worked related to their regular scheduled shifts should be coded as Administrative Leave (A).
- Any hours physically worked outside a regular scheduled shift on Monday 10/29/2012 or outside a regular scheduled shift up to 3 PM on Tuesday 10/30/2012 will code Holiday Worked (HW) for the hours worked.

Administrative leave will be paid out at straight time. For every (HN) hour posted, the employee will be paid one extra half hour for pay period 9 (check date 11/9/12). For example: An employee who worked 8 AM to 12 PM would charge 4 hours HN and 3 hours Administrative Leave. They will be paid for 4 hours at time and one half (or the equivalent of 6 hours straight time) and 3 hours straight time for a total of 9 hours at straight time.

For every hour posted Holiday Worked (HW), the employee will be paid at one and one half time.